



MYBUILDINGPERMIT.COM EPLAN SIGN APPLICATION CHECKLIST

1. One Set of All Plans

- ☐ A. Site Plan (drawn to scale) - show where all buildings and driveways will be on the property. Include cross streets and indicate where sign(s) are being placed and elevation drawing showing placement of sign on the building. Show posted speed limit for streets adjacent to the property. If multiple signs, assign a sign number to each sign to synchronize with the sign application.
- ☐ B. If a ground-mounted sign is located adjacent to a street, driveway, easement road or tract, show the Sight Distance Triangle per the Public Works Pre-Approved Plan notebook (handout available from the Public Works or Planning Departments, or call 425-587-3800 for more information.
- ☐ C. Building Elevation (drawn to scale) - show location of all wall-mounted signs on all sides of the building(s) for the subject business.
- ☐ D. Construction Plans (drawn to scale) – must clearly show:
 - Total size of signage in square feet
 - Shape and dimensions
 - Relationship of sign to total structure
 - Construction materials to be used
 - Color – one set **must** be in color.
 - Lettering
 - Number and wattage of lights and other electrical devices
 - Method of construction –weight, fastening/anchoring, details, and means of structural support
 - For ground-mounted signs, plans must include footing dimension, depth of bury, pole type and size, etc., must be designed to withstand wind and seismic loads per Chapter 16 of the International Building Code (if you are not capable of completing these calculations, then you must retain a State of Washington licensed architect or engineer).
 - Landscaping is required around the base of ground-mounted signs pursuant to Section 100.95 of the Zoning Code.
 - All signs must comply with the requirements of Chapter 100 & 162 of the Kirkland Zoning Code, Title 21 of the Kirkland Municipal Code and Appendix H of the IBC.

2. Application Information:

- ☐ Owner of sign
- ☐ Name and type of business
- ☐ Address of sign and property Parcel Number
- ☐ Contact Name, Email, and Phone Number
- ☐ Sign Contractor's name, address, UBI number and copy of contractor's registration card
- ☐ Electrical Contractor's name, address, UBI number and copy of contractor's registration card, if included on this permit
- ☐ 1. Number of new circuits, if applicable - Enter 0 if using existing wiring
- ☐ 2. Estimated Project Cost
- ☐ 3. Sign number, Type of sign, sign dimensions, sign area (square feet), Location of signs by sign number, and type of Illumination if any
- ☐ 4. If property has an approved Master Sign plan, provide the file number and skip to #8 (Planning Dept. 425-587-3225)
- ☐ 5. Provide number of tenants or available business spaces on property
- ☐ 6. Street frontage of entire property, list the type and size of all other existing signs on the property, provide letter from property owner/manager allocating sign area from the sign pool to the subject business
- ☐ 7. List type and size of all existing signs associated with the business

- ☐ 8. If application is for an off-premise sign, provide a Process I Zoning application and an Environmental Checklist.

PLEASE NOTE: If new circuits or wiring are installed, the electrical work can be included on the sign permit application, or a separate electrical permit must be obtained from the Kirkland Building Department.